



Kitchen Assistant Job Description

Position Title: Kitchen Assistant

Position Classification: Hourly

FLSA: Exempt

Supervisor: Director of Operations

Job Summary

The Kitchen Assistant is hired by the Director of Operations, in consultation with the Head Chef, and is called by the Board of Directors to serve the mission of Lutherhill. They work as part of a team effort of the Food Service Department to perform food preparation and hospitality for the guests of Lutherhill.

Responsibilities:

- Adhere to personnel policies.
- Put hospitality first with all guests.
- Be safety conscious and responsible for the safety and well being of guests.
- Provide quality food service for all guests of Lutherhill.
- Prepare meals with the direction of the Head Chef
- Notify the Head Chef of any needed items for food service and cleaning.
- Maintain a clean kitchen and dining room environment, in compliance with all Texas Department of Health requirements and all American Camp Association requirements.
- Report any mechanical or maintenance repair needed in writing to the Maintenance dept.
- When cleaning facilities ensure that all trash and recycling items are properly taken care of.
- When facilities are not in use ensure all air / heat units are set to appropriate settings.
- When present, greet guests to the site after regular office hours and welcome them to camp.
- When requested, participate in staff meetings.
- Other duties as assigned.

Qualifications and Expectations:

- Understand the mission of Lutherhill and live it when representing Lutherhill.
- Must be at least 16 years of age; Have good health and vitality.
- Willingness to work irregular hours. Most work occurs on the weekend. Summer time consists of more opportunities and need of hours primarily mid-week.
- Able to handle multiple tasks and assignments as needed.
- Comfort in greeting guests. Have the ability to understand the needs of the guests and be able to place the needs of guests ahead of personal needs.
- Current certifications in first aid, CPR, and Serve Safe certifications (camp may provide)
- Self-motivated and able to take initiative in resolving problems regarding issues related to the food service and hospitality of the camp.
- Have good moral character and integrity; be emotionally mature and stable.
- Have the desire and ability to communicate well with others.



Working Relationships

- Supervisor is the Director of Operations: The Dir. of Operations oversees the overall operation of the Food Service Department for which this position is a part of.
- Works Closely with Head Chef: The Head Chef handles the day to day operation such as meal plan decisions and scheduling for which you will be a part of. Your role will act as assistant to the Head Chef in many aspects of food preparation
- Works Closely with Kitchen Assistants: Other Kitchen Assistants will work together along with the Head Chef to oversee the entire operation.